

# Shelby County Fiscal Recovery Fund Committee Agenda

🏠 **Location:** Courthouse Court Room  
📅 **Date:** 8/17/2021  
🕒 **Time:** Following Fiscal Court

Present at meeting: Magistrate Eades, Magistrate Lisby, Magistrate Miller, Magistrate Metzger, CJE Dan Ison, Deputy CJE Jon Park, Treasurer Quijas, ARPA Admin Bridgewaters

- Call to meeting to order, Danny Eades

## Meeting Minutes

1. Presentation of Expended & Obligated Funds log – Sherri Bridgewaters - Updated log showing current expenditures and obligated funds thusfar, with balance of ARPA funds for Shelby County.
2. Status update on US Treasury Reporting Portal - Sheila Quijas -  
Portal Opened on 8/10/2021 with 3 guidance instruction reports  
Reminder 1<sup>st</sup> report due, Interim Report due 8/31/2021): Treasurer Quijas reports we do have a loss of revenue, final number will be disclosed later, recommends to hold those funds in the event an approved project is rejected and those funds could cover expense instead of using County funds. The annual percentage of county's growth did not grow as projected, therefore Shelby County can claim loss of revenue per Compass.

3. Review of documents submitted: - Sheila Quijas  
Approval & Denial letters - County Attorney only had one suggestion and that was to add the wording, "because, based upon our interpretation of the State and Local Fiscal Recovery Funds guidelines, your request does not qualify"  
Currently we have, 2 Denial Letters, 2 Approval letters, and one letter asking for additional information. – informed Magistrate Lisby that County Atty reviewed letters and only made one suggestion of wording on a denial letter. As suggested in previous meeting, committee agrees there is a need for one simple denial letter for funding request that may be eligible, however, not approved by the Committee.

Merit Review Application Process: (flow chart) – review from current update (is it understandable?) and a final review by Magistrate Lisby, flow chart was approved by the committee to go on SCFC website with one revision noted. Magistrate Eades stated the need for transparency and clarity to the community on the processes used to determine and handle funds.

Acknowledgement Form : For subsidiary government awards, such as Park, E911, Solid Waste, Sheriff, County Clerk. Attorney has reviewed and has no suggested changes. – Treasurer Quijas stated that the County Atty has reviewed this form and it would be used for in house projects that will follow Shelby County Procurement & billing procedures. This form will serve as a statement for those few projects and notify them of Shelby County's guidelines that they must follow if ARPA funds are received. Committee agrees keep and use acknowledgment form and agrees that any request with uncertainties will be sent to Compass for review.

4. ARPA Fund Procurement Policy – Sheila Quijas – Treasurer stated that Compass has asked that we adopt this policy in addition to the County Procurement Policy for federal funding ideas. Compass will provide this policy to any projects they handle for the county. The committee approves this policy after review, pending signature page added for recipient's acceptance of the terms – This item will be presented at the next Fiscal Court for a vote to adopt.
5. Presentation of received and reviewed applications  
2021-08 – Shelby Co. Finance Office on behalf of Fiscal Court – ARPA Supplies, Total \$1,562.74 - full amount approved by committee and will go to Fiscal Court for vote on 9/7/2021.  
2021-10 – Shelby Co. Sheriff Office - Mobile License Plate Reader- \$19,345.00 – full amount approved, however, committee agrees that the category of need should be more properly changed to Public Health. This application will go to Fiscal Court for vote on 9/7/2021. Sheriff would like to come back to committee at a later date to request more pending successful results.  
2021-11 – Shelby Co. Sheriff Office - 16 Byrna Launchers- \$10,042.00 - full amount approved by committee and will go to Fiscal Court for vote on 9/7/2021.

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## Action Items (Action & Deadline)

- Revised All Points Broadband Partners contract to be submitted for vote on 9/7/2021 Fiscal Court. – Magistrate Lisby
- Signature line added to ARPA Fund Procurement Policy & revised copy submitted for adoption on 9/7/2021 FC -Treas Quijas
- Merit Review Application Process to be added to County website – completed 8/18/2021 by CJE Admin
- First Interim Report submitted online – Treasurer & Finance Officer – due date 8/31/2021